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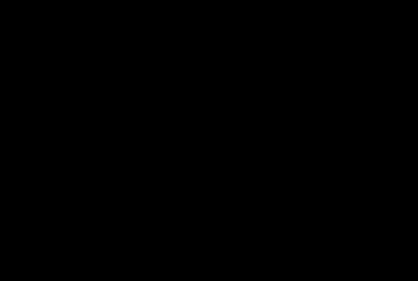
9 November 1962

MEMORANDUM FOR: Chief, CA Division

ATTENTION : Chief, Support


SUBJECT : Advances to Agency Personnel--Continuing 144.3 Account

1. A recent review of the Continuing Advances indicate that consideration should be given to discontinuing the following accounts:

Name Employees	Emp. No.	Amt. of Advances	Date of Last Entry
		\$150.00	Adv. 5/10/62 Never Used
		\$100.00	Adv. 10/30/61 Never used
		\$200.00	4/30/62
		\$150.00	4/10/62

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2. Further consideration should be given to reducing the advance of Mr.  from \$600.00 to a smaller amount. A review of the activity in this account since January 1961, a period of 22 months, shows that an average of \$116.97 per month, or \$58.64 per trip, was expended.

3. We also wish to bring to the attention of all advancees the provisions of HHB 30-1, para. 57,C, (2) which states in part "...Continuing advances shall be accounted for at the close of each calendar month or other regular period as specified in Form 281, regardless of whether expenditures or other charges occurred during the period, except when Form 281 stipulates other specific arrangements for rendering accountings because operational factors preclude such periodic accountings."

4. It is requested that your office consider the recommendations listed above and advise the Finance Division of action taken.

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Chief, Operations and Liaison  
Finance Division

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